

**AIR FORCE PROCEDURES AND GUIDANCE
TO
ACCESS DEPARTMENT OF ENERGY
REGIONAL SUPER ESPC
AND
TECHNOLOGY-SPECIFIC CONTRACTS**

April 2003

The Air Force, through the Air Force Civil Engineer Support Agency (AFCESA), has entered into Interagency Agreement (IAA) No. AFCESA-CESM-1-02 with the Department of Energy (DOE). This agreement authorizes the Air Force (requesting agency) to obtain DOE support services and access to the DOE Regional Super Energy Savings Performance Contracts (ESPC) and Technology Specific Contracts, providing specific Air Force requirements and guidance are met. Following is the guidance that specifically covers the Air Force's use of the DOE Regional Super ESPC and Technology Specific Contracts.

The purpose of this document is to clearly establish the responsibilities and activities of all parties in implementing projects under the DOE Regional Super ESPCs and Technology Specific Contracts. The procedures in Table 1 describe how to obtain authorization for the use of the contracts, applicable guidance, initial acceptance, and the issuance of every task order issued under the DOE contracts. These procedures shall be used for the development and execution of all DOE ESPC and Technology-Specific projects.

Work performed by the DOE Federal Energy Management Program (FEMP) in support of any Air Force installation shall be authorized by AFCESA via the IAA.

Table 1. Steps for Accessing DOE Regional Super ESPCs.

WHO	WHAT
Requesting Base Contracting Officer and Civil Engineer	The requesting base contracting officer and civil engineer contacts AFCESA to request and receive training in implementing the Air Force ESPC program; to discuss the various technical and contracting support available from AFCESA; and to discuss the use of DOE Regional Super and Technology Specific ESPCs, including which contracts are available within the regional area. CE should notify and include the major command (MAJCOM) as part of this discussion.

WHO	WHAT
Requesting Base Civil Engineer	<p>The energy manager drafts and coordinates a Determination and Finding (D&F) for review by the supporting contracting officer. The D&F and supporting documentation shall be prepared in accordance with Federal Acquisition Regulation (FAR) Part 17.5, the latest Air Force Economy Act Guide from HQ Air Force Contracting (SAF/AQC) and Department of Defense Instruction (DoDI) 4000.19, Interservice and Intragovernmental Support, paragraphs 4.4 and E2.1.1.1. Paragraph E2.1.1.1. addresses orders placed with non-DoD Federal activities and provides the signature authority for the D&F.</p>
Requesting Base Contracting Officer	<p>The base contracting officer reviews the proposed D&F and supporting documentation as a “business advisor” to the approval authority to ensure compliance with FAR, the Economy Act Guide, and DoDI 4000.19 requirements. Obtain internal review and coordination, as appropriate, and retain a record copy of each Economy Act D&F in a central file.</p>
Requesting Base Civil Engineer	<p>Once all appropriate approvals have been obtained (see Note), the base civil engineer (BCE) forwards a memorandum requesting access to DOE through IAA No. AFCESA-CESM-1-02 to HQ AFCESA/CESM, 139 Barnes Drive, Suite 1, Tyndall AFB FL, 32403-5319, with a copy of the coordinated and signed D&Fs. The request should include the BCE and contracting point of contact (POC) at the requesting agency. Within the BCE office, the primary POC is typically the base energy manager.</p> <p>NOTE: The signature authority for the D&F is the head of the major organizational unit ordering the support (MAJCOM commander), or designee. Designees may not be lower than a Senior Executive Service, Flag, or General Officer. See Attachment 1 for legal opinion on signature authority.</p>
HQ AFCESA/CESM	<p>Upon receipt of the request and the required documentation from the BCE, AFCESA ensures that the appropriate base personnel have been trained in implementing the Air Force ESPC program and are familiar with AF ESPC Guidance (Attachment 2). Once personnel have completed the required training, AFCESA will forward written authorization to the DOE regional office with a copy to the Golden Field Office, base contracting officer, BCE, and MAJCOM POC.</p>

WHO	WHAT
Requesting Base Contracting Officer and Civil Engineer	The base contracting officer and civil engineer assemble an acquisition team (base, MAJCOM, AFCESA, DOE) to complete a Memorandum of Understanding (MOU) (Attachment 3) and discuss the AF/DOE Delivery Order Request for Proposal (AF/DOE RFP) (Attachment 4). The MOU identifies technical and support services required from each organization; determines and defines the level of support services both required and appropriate for the project; and defines the organizational relationships and the responsibilities of all parties throughout the delivery order process. The AF/DOE RFP defines the terms and conditions for AF facilities when using the DOE Super ESPC or Technology Specific contracts. To assist the acquisition team, a list of considerations (Attachment 5) is provided.
Requesting Base Contracting Officer and Civil Engineer	Depending on the FEMP support services that are identified by the acquisition team, the contracting officer will: complete the Skaggs Amendment Work Order (Attachment 2 of AFCESA IAA, Attachment 6 of this document); attach a statement of work (SOW) defining services needed with associated costs (developed with the acquisition team); coordinate with the civil engineer for signature and certification of funds by the financial officer; and obtain the DD Form 448, Military Interdepartmental Purchase Request (MIPR) . The requesting base commanding officer (CO) forwards the signed work order along with the MIPR Acceptance Form to the DOE regional office. The regional office signs the MIPR acceptance and returns it to the requesting Air Force finance office.
Requesting Base Acquisition Team	The base acquisition team works with DOE in accordance with the MOU from the kickoff meeting through the award and subsequent delivery order depending on the support services identified.
Requesting Base Contracting Officer	The base contracting officer chairs all meetings and facilitates communication throughout the acquisition process and delivery order term. Provide 1 copy of all documents (AF/DOE DO RFP, Initial Proposal, Detailed Energy Survey (DES), and other documents as appropriate) to AFCESA/CESM for review and records. The review and any support services will depend on the agreements made during the development of the acquisition strategy.

WHO	WHAT
HQ AFCESA/CESM	AFCESA sets up records and provides agreed upon review and support, with review comments sent to the base contracting officer, BCE, and MAJCOM Civil Engineer (MAJCOM CE).
Requesting Base Contracting Officer	Congressional reporting of ESPCs with cancellation ceilings in excess of \$10,000,000. The contracting officer must submit a report of intent to award an ESPC to MAJCOM CE with a copy to HQ AFCESA/CESM not later than 45 days prior to delivery/task order award in accordance with Attachment 7 and in the format provided in Attachment 8.
Requesting Base Contracting Officer	Once delivery order is awarded, the contracting officer provides a copy of the delivery/task order to AFCESA/CESM.
HQ AFCESA/CESM	AFCESA records the appropriate award data.
DOE Regional Office	The DOE regional office provides a quarterly status report to AFCESA of all task or delivery orders being worked under the DOE Regional Super ESPCs.

Attachments:

1. [HQ AFLSA/ULT Legal Opinion on Economy Act D&F Approval Authority](#)
2. [ETL 02-5, Guidance for Energy Savings Performance Contracts](#)
3. [Draft MOU](#)
4. [Template Air Force/DOE DO RFP](#)
5. [Acquisition Considerations](#)
6. [AFCESA/DOE IAA AFCESA-CESM-1-02 w/attachments](#)
7. [AFFARS 5317.191 – Congressional Notification](#)
8. [Sample Congressional Notification Letter](#)

AFCESA POCs: AF Facilities Energy Program Manager DSN 523-6361
AFCESA Mechanical Division Manager DSN 523-6357